RIVIERA COMMUNITY CLUB
Monthly Meeting Agenda
11016 Country Club Dr.
Anderson Island, WA 98303
Marth E. Smith Room & ZOOM



BOARD OF TRUSTEE MEMBERS

Luke Atzert, President Dana Stirn, Vice-President Terry Kliever, Secretary Jerry Hines, Treasurer Christopher Frye, Trustee

Board of Trustees Monthly Meeting Saturday October 29, 2022, at 10am

To join this meeting click https://zoom.us/j/92357548608 or call 1-253-215-8782 Meeting ID 923 5754 8608#

Agenda

Call meeting to Order: Luke Atzert, President 10:02am

Luke made statement that the BOT goal is: "To Achieve widespread community benefit for all."

Roll Call: Terry Kliever, Secretary, Present: Dana Stirn, Terry Kliever, Luke Atzert, Jerry Hines, Chris Frye

Reports of Offices
No Reports this month
Reports of Committees
No Reports this month

Old Business

1. Approve Minutes of September 24, 2022 – passed unanimously.

New Business

1. Opening of sealed bids for Rivera Community Club owned lots: Terry Kliever - 4 bids in packet

Ester Romero: \$14,500 - \$15,000 / 12911 99th St. Ct

Larry Gramling: \$17, 018 / 12911 99th St. ct. Larry Gramling: \$16,900 / 11014 Matthews way Heather Kirk \$26,900 / 11014 Matthews way

Jason and Rebecca Koenders \$13,501 / 11014 Matthews way
Winning bids: Heather Kirk \$26,900 / 11014 Matthews way
Larry Gramling: \$17,018.00 / 12911 99th St. ct.

2. Nominations for Committee assignments and appointment of chairpersons

Motions

- 1. **Motion 2022 10-01:** to approve the minutes of the 10/24-2022, Election of Offices Meeting Minutes. **Passed unanimously**
- 2. **Motion 22 10-02:** to approve raising the limit for Cisco only on checks up to \$10,000.00 from \$5000, so two signatures are not required. Checks above \$10,000 will require two signatures.
- 3. **Motion 2022 10-03:** to approve formation of the Lakes Committee and Thoresen Bussinger as Chair. *Terry moved, seconded by Dana, passed unanimously*
 - The committee will continue to update previous documentation on like issues such as bacteria issues and provide support to the general manager and the grounds staff.
- 4. **Motion 2022 10-04:** to approve the investment of \$2,500,000.00 of Water Department funds in Certificates of Deposit (CDs) through UBS in amounts of no more than \$250,000.00 each and thereby fully insured by the FDIC *Terry moved, seconded by Dana, passed unanimously*
 - Jerry Hines, Treasurer, provided some clarification We will be using UBS, our current financial institution, to purchase the CDs in different other institutions to ensure they are all FDIC insured. Currently, 92% of our assets are in cash which earns no interest. We expect to earn between 3% and 4% which will equate to \$85,000/year. Once invested, 80% of our assets will be in investments and 20% in cash, which will more than meet the Water Departments needs with regard to cash flow. The question was asked about where the interest will be deposited. If it's back into the CD then we might be over the \$250,000.00 limit to stay insured. The general

- manager will be asking our financial advisor about what is proper. The question was asked if the interest rate could change when we renew them. The answer was that it could.
- 5. **Motion 2022 10-05:** to accept all winning bids for Riviera Community Club lots which meet the established criteria. *Terry moved, Dana seconded, passed unanimously*
- 6. **Motion 2022 10-06:** to accept all committee membership and chairperson nominations *Terry moved, seconded by Dana, did not pass and is suspended.*Due to resignations and call for volunteers, we are not ready to move this motion forward. Recommended to push this motion to the next meeting by Dana. Motion is suspended to next meeting by unanimous vote
- 7. **Motion 2022 10-07:** to approve Audit Proposal from Clarke Whitney, CPA, Inc., in the amount of \$20,250.00 *Terry moved, seconded by Dana, passed unanimously*
- 8. **Motion 2022 10-08**: to approve Committee appointments: Ron Pulioff to ACC, Deborah Parker to Forestry and Larry Nelson to Compliance *Terry moved, seconded by Dana, passed unanimously*

General Manager's Report

- Welcome two new employees Jeffery Prince to Golf & Grounds & Bryanne Hoerner to Accounts Payable/Payroll/Water Dept. Admin.
- Mailbox stanchions due to growth, we have more mailboxes than stanchions some are old, and need replaced. We are in the process of replacing and adding stanchions but are awaiting permission from the U.S.P.S. which will raise carrier fees.
- New houses: 9 houses completed this year, 46 houses under construction.
- Appreciation was given to the current staff for stepping up and handling the extra work due to being down a staff member.
- Financials will not be reported this week and should be at the next meeting.
- Appreciation was given to the Water department for how fast and efficient they were able to fix the most recent water leak in 4.5 hours.
- It was pointed out that while all members have the right to file complaints, but also have a responsibility to compliment our employees as well when deserved.
- Small septic leak at the marina has been fixed.
- Floats/Dock sections have been pulled out for annual maintenance.
- Nibbler (secondary cleaner takes grease out of the septic system) was cleaned at the marina.
- Amendments of covenants and bylaws are needed to protect ourselves being taken over by large corporations
 who purchase large blocks of lots. Their goal is to turn these units into rentals. This will be a major topic this
 year for the board. Without taking these actions, a large corporations could take control and change the
 covenants and bylaws to suit their own needs. Lack of participation by the members will make the needed
 changes difficult. It was pointed out that the threat is not imminent but is increasing

Member Comments

Member comments will no longer be transcribed for minutes.

Motion to Adjourn: Meeting adjourned at 11:01

MEETING MOTIONS
BOARD OF TRUSTEES MEETING
OCTOBER 29, 2022

Motion 2022 10-01: to approve the minutes of the 10/24-2022, Election of Offices Meeting Minutes. Passed unanimously

Motion 22 10-02: to approve raising the limit for Cisco only, on checks up to \$10,000.00 (from \$5000) so two signatures are not required. Checks above \$10,000 will require two signatures.

Motion 2022 10-03: to approve formation of the Lakes Committee and Thoresen Bussinger as Chair. *Terry moved, seconded by Dana, passed unanimously*

Motion 2022 10-04: to approve the investment of \$2,500,000.00 of Water Department funds in Certificates of Deposit (CDs) through UBS in amounts of no more than \$250,000.00 each and thereby fully insured by the FDIC *Terry Moved, seconded by Dana, passed unanimously*

Motion 2022 10-05: to accept all winning bids for Riviera Community Club lots which meet the established criteria. *Terry Moved, Dana seconded, passed unanimously*

Motion 2022 10-06: to accept all committee membership and chairperson nominations *Terry Moved, seconded by Dana, passed unanimously*

Motion 2022 10-07: to approve Audit Proposal from Clarke Whitney, CPA, Inc., in the amount of \$20,250.00 *Terry moved, seconded by Dana, passed unanimously*

Motion 2022 10-08: to approve Committee appointments: Ron Pulioff to ACC, Deborah Parker to Forestry and Larry Nelson to Compliance *Terry moved, seconded by Dana, passed unanimously*